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**Personnel**

**COMMANDER'S POLICIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance on the 51st Fighter Wing Command policy. This instruction will be revised as required to ensure continued adherence to specific directives and mission requirements. Any conflicts with other directives should be brought to the attention of the wing's executive officer. All 51st Fighter Wing personnel are required to have access to this instruction and abide by its content. Group and unit commanders will ensure maximum distribution to all assigned personnel and will provide for a means of personnel awareness accountability. This instruction applies to all Air Force members assigned to the 51st Fighter Wing. It implements AFD 36-29, Military Standards; and supercedes all existing 51<sup>st</sup> Fighter Wing policy letters. Forward suggested changes to 51 FW/CCE for coordination with appropriate base agencies. Changes or additions will be announced via electronic medium and the base information distribution system. Group and unit commanders will designate unit-level publication monitors to ensure widest dissemination of changes.

**1. Standards:**

**1.1. Personal Appearance.** All personnel will present a professional appearance in accordance with published regulations and guidance. It is the responsibility of the member to ensure the items purchased through local vendors adhere to Air Force standards.

**1.2. Substance Use and Abuse.**

**1.2.1. Drug Abuse.** The Air Force "zero tolerance" policy on drug abuse is straightforward and to the point. The use of illegal drugs and other illegal substances is not compatible with service in the Air Force; abuse will not be tolerated and is punishable under the UCMJ.

**1.2.2. Alcohol Abuse.** While there are no objections to unit members drinking alcohol, irresponsible use or abuse carries consequences. If any unit member knowingly witnesses any other military member using alcohol in such a manner as to endanger the health and safety of the individual or others, actions must be taken to prevent an incident from occurring.

1.2.2.1. **Excessive Drinking.** The abuse of alcohol is inconsistent with good order and discipline. Members who consume alcohol should do so in moderation and in a responsible manner. Responsible drinking is imperative in order to maintain the highest states of mission readiness. Intoxication will not be accepted as a reason for misconduct. If a misconduct incident occurs and alcohol is involved, members will be referred for assessment/treatment through the ADAPT program in addition to any action that may be brought under the UCMJ.

1.2.2.2. **Driving Under the Influence (DUI).** Drinking and driving is unacceptable. It will be dealt with as a military discipline issue, and where appropriate, a criminal issue.

1.2.2.3. **Biking Under the Influence (BUI).** Drinking and biking is unacceptable. It will be dealt with in the same manner as a DUI. You can injure yourself and others when riding a bike while intoxicated.

1.2.2.4. **Underage Drinking.** The legal drinking age in Korea is 20 years old. Wing members under the age of 20 will not consume alcoholic beverages. Members of the wing will not knowingly serve alcoholic beverages to individuals who are underage. If doubt is present as to an individual's age, do not hesitate to verify the age prior to serving them alcoholic beverages.

1.2.3. **Tobacco Use.** We must reduce the harmful effects of tobacco products on users and nonusers by minimizing its use on Osan Air Base; therefore, our policy discourages its use. Tobacco use by military, civil service, and contractor personnel, during duty hours or while in uniform is restricted to designated tobacco use areas only. The use of tobacco products is prohibited for anyone in any U.S. Government facility. Building managers are responsible for identifying designated tobacco use areas and all personnel should enforce compliance.

**2. Equal Opportunity and Treatment.** All people should be treated with dignity and respect. Prejudice and discriminatory actions weaken our team and reduce the productivity of our members. Discrimination based on sex, race, religion or national origin, will not be tolerated. Personnel must take immediate steps to resolve any suspected instances of discrimination. In addition, the ridicule, abuse or harassment of anyone because of sex, race, religion, national origin or other differences will not be tolerated. Additionally, sexual harassment is illegal, immoral, and it will not be tolerated. Report all incidents to your supervisor, First Sergeant, or commander. If you have any questions concerning the Air Force's "Zero Tolerance" policy, you can contact the Military Equal Opportunity office at 784-4040.

**3. Fraternization/Unprofessional Relationships.** Fraternization and unprofessional relationships, or the appearance of an unprofessional relationship can create an atmosphere of favoritism and can weaken morale and unit cohesion. There will be zero tolerance for unprofessional relationships of any type. Commanders will use any means necessary to terminate the unprofessional aspects of such relationships including the full-range of administrative actions.

**4. Violent Assault and Sexual Assault.** Assault will be considered a commander's special interest item for those members assigned to Osan Air Base. Acts of violence against anyone are considered unacceptable behavior and will be dealt with by the strongest possible disciplinary means. Sexual Assaults are a current Air Force special interest item and are to be considered as an additional "zero tolerance" behavior. Commanders will make every effort to heighten personnel awareness. Personnel should make every effort to avoid putting themselves in compromising situations and will utilize the wingman/buddy concept to heighten personal security.

**5. Curfew.** All U.S. military personnel residing permanently or temporarily on Osan AB must be on base no later than the start of curfew hours. The objective of the curfew is to maintain good order and discipline for all personnel as well as the safety of individuals assigned or visiting Osan AB. Curfew hours, unless changed due to increased Force Protection Conditions or direction from the installation commander are as follows: Sunday-Thursday nights: 2400-0500 Hours, Friday and Saturday nights (to include the eves of U.S. Holidays) 0100-0500 Hours. During curfew hours personnel will not occupy any establishment or public area in the Pyongtaek City area including, but not limited to, the area adjacent to the Osan AB Main Gate.

5.1. **Official Business During curfew.** Military personnel in uniform will be permitted access to, or exit from, Osan AB at any time if on official business or transiting to or from their residence.

## **6. Safety:**

6.1. **General Safety.** Safety is the cornerstone of the 51st Fighter Wing's daily activities. We must ensure that we can accomplish the mission while protecting our people and resources. Attention to detail, the application of risk management principles, and Operational Risk Management must be applied by all personnel to every task, on and off-duty. The bottom line is clear, we must accomplish our mission safely while protecting our people and conserving the resources required to maximize our combat capability. The operations and personnel tempo at Osan is the highest many of us have experienced. Our personnel and resources are vital to the mission and thus, we cannot afford to be complacent or careless. There is never a reason to compromise safety in the name of accomplishing the mission.

6.2. **Bicycle Safety.** All personnel riding bicycles on Osan Air Base are required to wear an approved bicycle helmet and reflective vest. This requirement is extended to include all family members, retirees, civilian employees, and especially children riding in carriers on the back of an adult's bicycle. Helmets must be worn with the chinstrap connected. Bicycles are part of the traffic flow, must obey all traffic rules, and will not ride on sidewalks.

6.3. **Skateboard Safety.** All personnel riding skateboards on Osan Air Base are required to wear an approved helmet, knee and elbow pads, as well as appropriate clothing to prevent injury.

6.4. **Reflective Belt Use.** All wing members will wear reflective belts/devices while in uniform during periods of low visibility to include dusk, dawn, and extreme weather. Additionally, all personnel with backpacks must have reflective material attached to the backpack. Each unit is responsible for ensuring that their members have the appropriate equipment.

## **7. Miscellaneous:**

7.1. **Government Travel Card (GTC).** The GTC will only be used for official travel. Some authorized items may include: food during travel, airline tickets, authorized cash advances, and rental cars. The GTC must always be used for lodging. It does not include personal shopping ANYTIME, functions on home station, on leave, nor office purchases. Squadron commanders are authorized to deactivate individual's cards. Squadron commanders are also charged with ensuring legal debts incurred on the GTC are paid on time.

7.2. **Physical Fitness.** Each unit will have a physical fitness program. I fully support the Air Force Chief of Staff's vision to have leaders lead their units in fitness training, therefore ranking members

present at fitness training sessions should be the norm. Individuals on waivers will still report for PT and will document whatever activities their wavier allows.

**7.3. Military Appointments.** Scheduled appointments, such as medical, dental, PT testing, in-processing, out-processing, training, are mandatory military functions. Supervisors will establish procedures to ensure all appointments times are met. If scheduling conflicts preclude attendance, cancel or reschedule as appropriate and as far in advance as possible. Missed appointments ultimately waste resources and may result in administrative actions.

**7.4. Computer Abuse.** Government computers are for official business. Under certain circumstances, your commander can authorize them for educational or morale purposes. They can never be used for entertainment or personal gain. At no time will any Government computer be used for the storage of, or retrieval of, pornographic material. Refer to AFI 33-112 for additional details.

**7.5. Family Care Responsibility.** The majority of individuals assigned to the Fighter Wing are here unaccompanied, but this does not relieve you of your responsibility to care for your family. You can work with your commander, first sergeant, or the family support center to overcome special needs. Additional guidance is outlined in the 51 FW supplement to AFI 40-301.

**7.6. Hazing.** There will be absolutely no hazing of any kind. This includes initiations, rites of passage, or alcohol related requirements.

**7.7. Weapons.** Privately owned weapons may not be stored in government quarters. A weapon is classified as any item capable of ejecting a hard projectile by any explosive, mechanical, or compressed air means. These weapons include, but are not limited to, BB guns, air rifles, pistols, handguns, shotguns, pellet guns, and slingshots. Weapons must be stored in the security forces armory. Reference USFK Regulation 27-5 for further guidance.

**7.8. Leave:**

**7.8.1. Ordinary Leave.** USFK policy states that no more than 10% of personnel assigned to Korea can be on leave off-peninsula at one time. Unit commanders will grant leave in a manner compliant with this policy and ensure that their unit can carry out its wartime mission. Under normal circumstances, there is no reason why an individual should lose leave. Leave must start and end in the local area (defined as Osan Air Base).

**7.8.2. Emergency Leave.** The group and squadrons will do everything possible to ease and expedite your departure during these extraordinary conditions. Contact your orderly room, First Sergeant, or commander for assistance.

**7.9. Government Purchase Card (GPC) Program.** Squadron commanders and agency chiefs are responsible for their organizations GPC program. Commanders/agency chiefs should know who is spending unit funds and why. New squadron commander/agency chiefs must complete training within 30 days of arrival at Osan AB. Those personnel who do not complete the training may have their organization's GPC account frozen until training is completed.

**7.10. Vehicle usage.**

**7.10.1. Driving Privileges.** All personnel regardless of rank may operate Government Owned Vehicles (GOVs) after the completion of all applicable testing and licensing. Privately Owned Vehicles (POVs) may be operated by E-5s and above after the completion of all applicable testing

and licensing, however only E-6s and above may purchase and/or register POVs after all vehicle registration requirements are met.

**7.10.2. Use of GOVs during Flightline Operations.** Flightline personnel working in direct support of the flying mission, during active flying operations, may utilize GOVs for transportation to and from on-base dining facilities. The flightline area will be considered to be all workcenters located in and north of the Alpha, Bravo, Charlie, and Delta diamonds. Personnel in these areas are authorized the use of passenger carrying GOVs as transportation to and from on-base dining facilities (i.e. Ginkgo Tree, Pacific House, and Mustang Flight Line kitchen.) Parking GOVs at these facilities is also allowed.

**7.11. Port Calls.** Squadron commanders are allowed to authorize departures at any point in the member's DEROS month with the understanding that any personnel gaps created by releasing members before replacements arrive should be closely scrutinized. Manning levels and the impact on mission accomplishment should remain foremost in the decision making process, but excessive overlap should also be avoided due to the strain on infrastructure.

**8. Security.** You are living in a country that is technically still at war, and while in armistice for the last 50 years, security is still a major issue. Every member of the wing will be held accountable for maintaining security of the information you work with and your work area. There are many different areas that fall under security to include, but are not limited to Physical Security, Force Protection, COMSEC, OPSEC, COMPUSEC, and EMSEC. Security training is provided to all members concerning these areas upon their arrival. It is essential that security becomes part of your daily routine.

#### **8.1. Identification:**

**8.1.1. Common Access Cards.** It is imperative that every military member and their dependents safeguard their Common Access Cards (CACs). Lost or stolen CACs have a potentially damaging effect on our ability to ensure force protection. Repeated negligence may result in punitive actions.

**8.1.2. Procedures for re-issue.** Members who lose their CACs will report to their unit commander to explain the circumstances surrounding the loss. The unit commander must then authorize the replacement of the CAC through a letter to be taken to security forces. The member must file a statement with security forces about the events surrounding the loss or theft of the CAC. Security forces will then endorse the commander's letter and the member will then proceed to the MPF for a new CAC card.

**8.1.3. Restricted Area Badges.** One method to control access to sensitive areas is the restricted area badge (AF Form 1199D). For some of you it will be necessary to have a restricted area badge to enter your work center. If you are issued a badge it is your responsibility to ensure it is not lost or stolen. If you cannot find your badge, you must report it immediately to your supervisor, security manager and Security Forces.

**8.1.4. Procedures for re-issue.** Procedures for reissue of a line badge will mirror that of a CAC.

**8.2. Operations Security.** Activities, conversations, and communications may provide operational indicators to an adversary who will use any lapse in sound OPSEC against us. All organizations will post their unit's Critical Information List. It is the responsibility of each member to know what information your unit's Critical Information List contains and how you can protect that information. Authorized shredders must be used to shred all classified and For Official Use Only documents. Shredders should be used to the maximum extent possible for all other documents. Always be aware

of your surroundings and do not discuss information where individuals without a need to know can overhear.

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Commander